

## *Guidance for Completing Appointment Papers*

Attached are appointment papers. Please review carefully, complete forms, and bring with you to orientation. Enclosed are as follows:

**NOTE: When completing the forms, please use your permanent mailing address**

- 1) **Direct Deposit Form** – Must be filled out by financial institute so check will be deposited into your account. Please attach a copy of a blank personal check, it can be a Xerox copy, but make sure you write VOID across it
- 2) **Appointment Affidavits – (*Most important form*)** – Fill out top half and sign at the bottom (**Date must reflect actual date of appointment so please leave blank until you report to work.**) Contact your Personnel or Administrative Office to administer the oath of office, fill out information at the bottom and authorize your forms once you report to duty.
- 3) **Privacy act information** – Keep for your record
- 4) **U.S. Department of Justice Form or I-9** –Complete top half, sign and date. The personnel officer or someone from the staff will verify information and sign the form (Please bring two forms of identification, one must be a picture ID, i.e., driver's license or passport).
- 5) **Declaration of Appointee** – As instructed
- 6) **Designation of Beneficiary** –Complete and sign form. Get witnessed by two people and keep the carbon copy for your record.
- 7) Complete 2 **W-4 tax forms** if applicable (1 for State and 1 for Federal)
- 8) Sign and Date **Statement of Understanding**
- 9) Fill out **selective service registration** status – check not required if it doesn't apply
- 10) **Voluntary Separation Incentive Payment** – Please check appropriate box and sign
- 11) **Unemployment insurance Benefits** – Please sign and date
- 12) Complete locator sheet – **make sure to include date of arrival and expected date of departure**
- 13) Please complete **Statement of Prior Federal Service**  
Please turn your timesheet in to bureau timekeeper and fax a copy for our record to Payroll **Time and Attendance Sheet (T&A)**– You may Xerox copies as needed and turn in to the timekeeper at the end of each pay period (***Friday after payday***). Once your supervisor has confirmed hours worked and signed, please fax your timesheet to HR/REE for our records only. The fax number is (202) 261-8842. For further assistance, please contact Ms Brandy Hill at (202) 261-8931 for the following bureaus: AC, EAP, EUR, DS, HR, IRM, MED, NP, OBO, PA, PM, PRM, RM, S, USUN, VC or Ms Ahtora Brooks at (202) 261-8926 for the following bureaus A, AF, CA, DRL/OES/STAS, EB, ECA, FLO, FSI, H, IO, IIP, INL, INR, L, NEA, OIG, SA, WHA  
**Planning Schedule for 2005** – Please note paydays, holidays, T/A submission days, etc.

*To avoid a delay in getting paid, please mail fully completed paperwork to:*

***Intern Coordinator's Office  
2401 E Street, Suite H 518  
Washington DC 20522***